

BETHEL TOWN COUNCIL MEETING MINUTES

Tuesday, November 1, 2016

The meeting was called to order by President Jeff Hastings at 7:00 P.M. President Hastings led the meeting in the Pledge of Allegiance. Present were Council members Anna Lee Robinson, Mary McCoy, Kevin Phillips and Mark Shaver. The new sound system was put in place (and worked great).

Secretary's Report: The minutes for the October 4, 2016 Regular Town Council meeting and the special October 18, 2016 Town Council meeting were presented. Motion made by Councilperson Robinson, seconded by Councilperson Phillips to accept the minutes for both meetings. Motion passed unanimously.

Town Clerk Report (copy attached). The Town Clerk is on vacation but the report was presented by the Secretary. The contract for the Town Clerk says that we will review performance after six months for a pay increase. McCoy suggested either \$0.75 or \$1.00 increase over her current \$10 per hour. It will be on the agenda for the December meeting and any increase will be retroactive to her anniversary date. McCoy also mentioned a Christmas bonus but as she is a 1099 contractor it might have to be handled in a special way.

Town Calendar: McCoy said they are putting together for the dates of that occur for the operation of the town. They are regular dates that occur every year and in any transition of duties, people are aware that will be ready for the December meeting. She asked the Council for any dates that they might want to add to the list.

Treasurer's Report: Bills to be paid (Copy attached) were presented. Motion made by McCoy, seconded by Robinson, to pay the bills as described. Motion passed unanimously.

Treasurer's Report: (copy attached) The Treasurer's Report was presented. Motion made by McCoy seconded by Robinson to accept the Treasurer's Report as presented. Motion passed unanimously.

There was a discussion of the prevailing wage issue with the Community Transportation Fund. McCoy said that both Bryant Richardson and Tim Dukes are aware of the situation and will facilitate any of the current requests we have there. In the meantime, we need to pay Tracey Hill for the work down on the post-paving fill-in. McCoy made a motion to pay for it out of the Municipal Street Aid Fund until we get our Check from the Community Transportation Fund. The amount is \$6,950.00. Motion seconded by Robinson. Motion passed unanimously.

Building Permits: There was a review of the ordinances. There was a question about driveways. DELDOT requests a permit for new construction on state roads. Phillips was questioning where does that leave the town on town roads? Should that be added to the ordinances? Anything wider than 4 feet with

concrete needs a permit at the county, but a brick patio does not. School Road is not a state road so they don't need a permit from. The entrance should show up on the building plans
Steps do not need a permit. There was a question about docks whether the Town had any building permits. There were some concerns on Ordinance #10-04-2016 that will be brought up to the attorney. (Secretary's notes: The concerns were very hard to hear. In the future, I would suggest that any concerns be submitted in writing).

There was confusion on the Ordinance number issues which involve all three of the building permits ordinances

There was a concern about Ordinance 10-03-2016; does it replace the current 9C21 or the referenced 9A.3.0? With the same ordinance, there was discussion to have it be 60 days instead of 30 days.

Also, with 10-03-2016, there was a question whether the footer is put in before the house is built. The ordinance seems to read that there is a check after the house is built.

Building permits issue to Vern & Maggie Proctor and Jeff Hastings for \$100 each. Blue Hen Construction for lot 7 on High Street and lot 12 School Road. The Blue Hen Construction included impact fees. Phillips brought up that the cost of the building permit for the County and building permit for the town are two different amounts, with the town being the lower amount. Since the building permit is based on the construction cost. Also, the High Street lot 7 does not have the entrance permit. Phillips had a question about a minimum roof pitch. The plans presented have a 7/12 roof pitch. The zoning has an 8/12 roof pitch. The houses previously built by Blue Hen have a 7/12 pitch. Phillips suggested that the Town let Sussex County know that the Town requires an 8/12 roof pitch and have the attorney write the County a letter. (NOTE: Later in the meeting Phillips checked the most recent plans and there was an 8/12 roof pitch on the High Street. Lot 7 on High Street has a 7/12.)

There was a suggestion of a returnable bond to give the Town more leverage. Blue Hen contends that we have approved all these plans when all we were shown at the time were the sales brochures in January 2015. It might be time to sit down and revisit how this is working out.

Road Paving/Update: Job is complete.

Road Signs/Street Signs: The attorney suggested waiting until the change is made in bond bill/prevaling wage issue is resolved legislatively.

Planning & Zoning: There are two active members on the Planning & Zoning. State Code requires 5 to 9 members)

Board of Elections: There was the 2nd reading of Ordinance of the Board of Elections. Motion made to vote on the passage of the Board of Elections as read by McCoy, seconded by Shaver. Current Board of Elections is: Patricia Kough, Vernon Proctor and Stacy Northam-Smith. Also presented was a resignation

letter from Maggie Proctor. Letters of interest were presented by Kough, Vernon Proctor and Smith. McCoy made a motion to accept the three letters from Patricia Kough, Vernon Proctor, and Stacy Northam-Smith to serve on the Board of Elections. Motion seconded by Shaver. Motion passed unanimously.

Community House: Shaver had 2 bids for the power washing of the Community House. \$675 from Reflections Power washes and \$600 from Prestige Power washing with the low-pressure for the shaker roofing. Phillips suggested spigot (?). Fence at the park needs to be done as well. Set a limit of an additional \$250 for the park Motion made by McCoy, seconded by Hastings to use Prestige Power washing's bid for power washing, with a \$250 additional funding for the park. Phillips recused himself as he is related to one of the partners in Prestige Power washing. Motion passed 4-0, with Phillips recusal.

McCoy suggested an ashtray or No Smoking on premises. McCoy also said needs to a new notice board up here on the Community House.

Grass Cutting: No Mow 'n Trim invoice yet. 14 cuts, 15 cuts for the Huffman property on Hopkins Lane, which average \$100 per property.

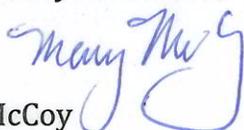
Old/New Business: Christmas banners can be done by Messick for the same price, \$500. They can be put up by Thanksgiving (11/24): Motion made by McCoy, seconded by Phillips, to have Messick put up the Christmas banners. Motion passed unanimously.

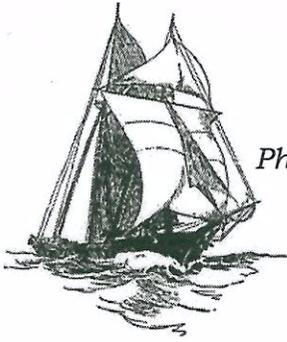
Christmas decorations for the Community House. A budget of \$200 not to exceed \$400 for Christmas decorations was established. Motion made for a budget of \$200 not to exceed \$400 for Christmas decorations by McCoy, seconded by Robinson. Motion passed unanimously.

Use of the Public Address system should be an additional charge on the Community House rental. Maybe a deposit or an additional charge.

Meeting adjourned at 9:14 P.M.

Respectfully submitted,


Mary McCoy
Secretary.



Town of Bethel

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Normal Business Hours: Wednesday 9AM to 12PM and 1PM to 3PM

Town Clerk Report, November 1, 2016

Town Calendar for November 2016 (as of 10/20/16)

Tuesday, November 1, 2016 – Town Meeting
Wednesday, November 2, 2016 – No Office Hours
Saturday, November 5, 2016 – Town Hall Rental, Parker
Thursday, November 24, 2016 – Town Hall Rental, Simpler

Historical Marker Program Update

Funding has been secured; sent email requesting update on approval of text; no return reply as of 10/20/16

Historical Building Preservation and Insurance Review

Date: TBD (Ken Lebo)

Recommended updates to Town Ordinances

Submitted Kevin Phillip's revisions to draft ordinance to Julie

Filing & Archives

I spent a lot of time reorganizing files this month. Files must be maintained according to the State Retention Schedule. I am having trouble locating documents and maintaining documents according the State Retention Schedule. I recommend that only one person maintain the files according to the State Retention Schedule.

Salisbury University & Quickbooks

Susanne will give a tutorial in December on how to access our files the way the recommend them to be set up. Back up: Council should consider and decide if they would like to utilize Microsoft OneDrive or an alternative solution. Worked with Mark, Mary, and Susanne to assist providing requested documents to Salisbury University; this was also difficult due to the filing situation as referenced above.

Town Website

I updated the website with notices of the special meeting on October 18, a post regarding Trick or Treating in Bethel, and that the Town is seeking new members for Planning and Zoning.

2016 Vacation Time Reminder

I will be away:

Tuesday, November 1, Town Meeting Day
Wednesday, November 2, Office Day

**Bills Paid
November 2016**

Operating Fund	Vendor	Inv #/Acct #	Amount	Check #
	DELMARVA POWER	55008212197		2428
		55008211793		
		55003949144		
			\$ 112.33	
	Murray Phillips	4884	\$ 1,242.50	2433
	Miller Enterprises	2016/11	\$ 230.00	2432
	Tucker Mechanical	6474	\$ 400.00	2431
	Matheson Tri Gas	141907789	\$ 71.54	2430
	Copier Rejeuvantor	72894	\$ 89.00	2429
	Comcast	9532	\$ 160.46	2427
	Seaford Music	44611	\$ 100.00	2426
	<i>TOTAL OPERATING FUND:</i>		<i>\$ 2,405.83</i>	
MSA	DELMARVA POWER	55007810835	\$532.33	2345
	T.L Services		\$6,950.00	2346
	<i>TOTAL MSA:</i>		<i>\$7,482.33</i>	

